

LITERARY ARTS— Development & Marketing Internship Spring 2017

**Internship Description**

Literary Arts seeks a Development & Marketing Intern to assist the Development & Marketing department with administrative support. This is a great opportunity to gain experience in many aspects of nonprofit arts administration, particularly in event planning and documentation. Internships are designed to help the intern gain professional experience and office support skills in a dynamic and challenging nonprofit environment. Internships are three months long, with a time commitment of 8-10 hours per weeks. The internship will take place at Literary Arts' downtown office. While scheduling is flexible, the internship will take place during normal business hours (Monday-Friday, 9-5).

**Development Responsibilities**

- Data entry
- Filing
- Assisting with mailings
- Conducting corporate and foundation prospect research
- General office support

**Marketing Responsibilities**

- Copyediting
- Writing blog posts
- Creating and sharing social media posts

You will also attend and help staff during at least 2 evening events over the course of several months. Specific events are TBD, but may include:

- Portland Arts & Lectures presents Tracy K. Smith, Thursday, February 16, 2017
- Portland Arts & Lectures presents Colum McCann, Friday, February 24, 2017
- Everybody Reads presents Matthew Desmond, Thursday, March 9, 2017
- Portland Arts & Lectures presents Siddhartha Mukherjee, Tuesday, April 11, 2017
- Oregon Book Awards Ceremony, Monday, April 24, 2017
- Literary Arts presents Verselandia!, Thursday, April 27, 2017

This internship is unpaid, though we are happy to work with college students who may be able to earn credits, or who are eligible for work-study. We do offer tickets to Literary Arts events (as available) and passes to hosted receptions, as well as an opportunity to participate in Delve Readers Seminars. Other benefits include exposure to partner organizations and networking opportunities.

**Qualifications**

- Partial or complete undergraduate degree
- Excellent written and verbal communication skills
- Attention to detail
- Love of literature
- Facility with Microsoft Office Suite and Mac business applications
- Knowledge of FileMaker Pro, InDesign, and/or Adobe Suite a plus
- Customer service experience a plus

[www.literary-arts.org](http://www.literary-arts.org) | 925 SW Washington Street | Portland, Oregon 97205 | t: 503.227.2583 f: 503.241.4256

**How to Apply**

Please submit a cover letter and a resume by email to:

Maggie Allen  
Donor Relations Assistant, Literary Arts  
maggie@literary-arts.org

This position will remain open until filled.

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